

Terms and Conditions and Guidance Notes for Street Food and Drink Vendors (To Eat at the Festival)

Venue: Along the High Street (High Street closed to traffic)

Time: From 10 am – 4pm, 21st September 2019

Set Up/Take down:

- Set up must be completed by 10am and no vehicle will be allowed on to the High Street after 9.30am. Parking will be in the public car parks or on the local roads where parking is allowed.
- Stands may not be dismantled until 4pm when vehicles will have access.

Stand Fees:

- Fees of £60 per stand (3m x 3m) if you have not booked a gazebo and table. A double space 3m x 6m is (£100)
- A standard space with a gazebos (with 1 table) are priced at £100 for a 3m x 3m gazebo or £180 for a double space 3m x 6 m and a large gazebo and must be pre-booked.
- Additional tables are prices at £10 each and must be pre-booked)
- Once your application has been confirmed it is only secure for 14 days when we must receive payment. If payment is not received in 14 days, we cannot guarantee your booking.
- Each Exhibitor must pay Lindfield Arts Festival by cheque or by BACS (Please put LAF19 as the Reference)
- **Bank Details:**
Account Name Lindfield Arts Festival
Sort Code: 401165
Account Number: 20032646

Legal Requirements:

You will be asked to provide the following information:

- Local authority where your business is registered and score
- Public Liability insurance for £5 million
- Food Hygiene certificate
- Risk Assessment

Guidance Notes

- There will be a maximum of 10 stalls serving food to eat at the festival including those High Street Businesses who wish to serve out doors.
- We will be providing a community covered table down the centre of the High Street. Please help keep this tidy and clean during the day.

- If you are serving food or drink to eat at the festival, please supply adequate bins and please keep these tidy at all times.
- All rubbish must be taken away with each stand holder.
- All exhibitors are responsible for their own legal requirements – Health & safety and insurances to include public liability and food hygiene certificate. These must be available to be inspected by the organisers on the day.
- You must complete a Risk Assessment form.
- Stand space cannot be moved once allocated.
- Gazebos will only be available if pre-booked on the Registration form and confirmed.
- Please note only food and drinks listed on the application form will be allowed to be sold at the Festival.
- All Stands must be self- sufficient. No electricity will be available.

Please contact the following if you have any queries:

enquiries@lindfieldartsfestival.com. Please put **CATERING** in the subject box